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57-3153

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

September 30, 1957

CIRCULAR NO. A-31

Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Distribution of appropriations and authorizations made  
to the President

1. Purpose. This Circular sets forth procedures concerning appropriations and other authorizations made to the President. This revision, which supersedes that of January 26, 1955, (a) brings up to date the list of agencies and accounts in paragraph 2, and (b) provides in paragraph 5 additional instructions for appropriations for which the Bureau of the Budget is the coordinating agency.

2. Coordinating agencies. The following agencies have been designated to coordinate or make allocations from the listed appropriations and authorizations made to the President:

Bureau of the Budget

- Defense aid, special fund (residual balance)
- Emergency fund for the President, national defense
- Expenses of management improvement
- United Nations Relief and Rehabilitation Administration  
(expired account)
- Assistance to Greece and Turkey (expired account)
- Assistance to the Republic of Korea (expired account)
- Emergency relief liquidations (expired account)
- Expenses, international development (expired account)

Office of Defense Mobilization

- Expansion of defense production (borrowing authority)

Department of Defense

- Military assistance

Department of State

- Refugee relief (residual balance)
- Care, handling, and disposal of surplus property abroad  
(expired account)

International Cooperation Administration

- Mutual security, other than military assistance

Treasury Department

- Obligations, Defense aid, liquidation
- Lend lease program (expired account)

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Federal Civil Defense Administration

Disaster relief (for sums proposed for use by other Federal agencies under sections 6 and 7 of the act of September 30, 1950 (42 U. S. C. 1855 e-f), the coordinating agency will transmit its recommendations to the President through the Bureau of the Budget)

United States Information Agency

President's special international program

Except for the last-named item (which will be handled in accordance with Executive Order 10716), apportionments will be made to the coordinating agency. The coordinating agency will be responsible for obtaining and preparing consolidated information whenever required (including material required by Bureau of the Budget Circulars No. A-11 and No. A-34).

3. Original distribution of appropriations. Appropriations to the President may be distributed to agencies which have responsibilities for the purposes to be served by such appropriations. Such agencies shall present requests for funds to the coordinating agency, supported by a justification. The determination of amounts to be transferred and the distribution of related apportionments shall be transmitted by the coordinating agency to the head of the receiving agency. In the case of appropriations, the coordinating agency will be responsible for preparing Standard Form 1151 and for processing it through regular channels to make the transfer effective. In the case of borrowing authority, the receiving agency will be responsible for arranging with the Treasury Department for the drawdown of money as needed.

4. Interagency payments. The agencies which receive transfers of money from appropriations to the President may arrange with other agencies for services to be rendered or for material to be purchased with such moneys. Payments for such purposes may be made either in advance or as reimbursements in conformance with law. Advance payments shall be deposited in transfer appropriation accounts so that they can be readily identified with the parent appropriation. In cases where an agency receives advance payments from a single parent account through more than one channel (e. g., a direct allocation from the parent account and a suballocation from another agency), the receiving agency must keep such records as will enable it to control and report separately the transactions relating to each of the channels through which advances were received.

5. Reports and schedules to be prepared by receiving agencies. Receiving agencies will submit reports as specified by the coordinating agency.

With respect to appropriations coordinated by the Bureau of the Budget, the following material is hereby required:

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- a. A Standard Form 133, in accordance with the instructions contained in Bureau of the Budget Circular No. A-34, to be submitted monthly unless otherwise specified.
- b. For accounts available for obligation, a complete set of budget schedules as prescribed by Circular No. A-11, to be submitted not later than September 25 each year.
- c. For expired accounts, a table showing balances and expenditures for each of the three years covered by the budget, to be submitted not later than September 25 each year.

PERCIVAL F. BRUNDAGE  
Director

(No. A-31)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	INITIALS	DATE		
1	Deputy Director (Support) <i>12.5. ERST</i>				
2					
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	ACTION	DIRECT REPLY	PREPARE REPLY		
	APPROVAL	DISPATCH	RECOMMENDATION		
	COMMENT	FILE	RETURN		
	CONCURRENCE	INFORMATION	SIGNATURE		
Remarks:					
<p>No action required by this Agency under this Circular. It should be noted, however, that by agreement with the Bureau of the Budget, we have been handling the construction appropriation in accordance with provisions of this Circular.</p>					
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
Office of the Comptroller <i>38</i>					10/3/57
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FORM NO. 237  
1 APR 55

Replaces Form 30-4  
which may be used.

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